



OCCUPATIONAL LICENSING SECTION

INSTRUCTIONS FOR VEHICLE VERIFIER

PURSUANT TO SECTION 11305 CVC, IT IS AN UNLAWFUL ACT TO SUBMIT TO THE DEPARTMENT ANY DOCUMENT WITHOUT PHYSICALLY INSPECTING AND COMPARING IDENTIFYING NUMBERS ON THE VEHICLE. COMPLETE THE VERIFICATION OF VEHICLE, REG. 31 AS FOLLOWS:

LICENSE PLATES ON VEHICLE

Mark the appropriate box, to indicate if the vehicle has plates or a temporary permit.

LICENSE PLATE NUMBER, STATE, AND EXPIRATION DATE

Record license plate number, name of state issuing plate, and registration expiration date.

NOTE: If vehicle has a temporary permit, record the state of issuance and expiration date.

VEHICLE IDENTIFICATION NUMBER (VIN)

Inspect and record on the vehicle verification form, the actual VIN that appears on the vehicle. After the VIN is recorded on the form, compare it to the VIN that appears on the other documents presented. Note any discrepancy in the Supporting Documents and/or "REMARKS" section. When inspection of a VIN reveals evidence of tampering, alteration or obliteration of the number, immediately notify the nearest Department of Motor Vehicles, Investigations Section.

When a vehicle has a die stamped VIN on the frame, inspect and record the VIN on the frame rather than the VIN on a plate. For example: A sedan has a plate in the forward luggage compartment that bears the VIN. In addition, the VIN is die stamped into the frame under the rear seat. For the purpose of verification, always inspect and record the die stamped VIN on the frame rather than the VIN on a plate.

If the vehicle you are verifying is a motor home or a van camper, the VIN used is that of the first stage manufacturer – Ford, Chevrolet, GMC, etc. This VIN is usually located in the engine compartment. Another place may be under the driver's seat. The "Make" is the second stage manufacturer – Winnebago, Fleetwood, etc. The "Model" is determined the same as for other vehicles – Warrior, Chieftan, etc.

DO NOT use the Federal Certification Label as the primary source for the VIN. If any damage has been done to the label or it cannot be read, you must go to another source of secondary verification, such as:

- Under the hood
- Firewall on some imports
- Manufacturer's label on some imports
- Equipment list label (sometimes under the trunk lid)

National Highway Traffic Safety Administration (NHTSA) stickers are used to identify the parts on high theft vehicles. Two must be located to be used as secondary VINs.

If an alternate VIN was used to verify the VIN, check the "REMARKS" box on the REG 31 and note in the remarks section what was used.

ENGINE NUMBER (motorcycles only, CVC Section 38041)

All motorcycle verifications will include both the engine and frame numbers. If no engine number, check box.

MAKE

Enter the make name of the vehicle, not the model name — for example, "Ford," not "Pinto."

BODY TYPE

Enter body type such as "SD," "CP," "PK," etc. (Please refer to the Handbook of Registration Procedures for a complete list of body types). If there is no body type abbreviation to match the type of vehicle being verified, enter body type "VA" and provide a brief description in the "REMARKS" section.

MODEL YEAR

Enter the manufacturer's designated "year" model as determined by VIN. Refer to NICB Book or other VIN reference manuals.

AXLES

Enter number of axles for trucks, truck tractors, and trailers.

MOTIVE POWER (FUEL)

Enter vehicle motive power. If a trailer, leave blank (can be determined from Labels Manual).

EST. WEIGHT (TRAILERS)

Enter estimated unladen trailer weight on all trailers except camp and travel (coach).

NUMBER OF WHEELS

Enter the number of wheels, only if the vehicle is a motorcycle, all-terrain vehicle, or other type of off-highway vehicle.

MODEL OR SERIES

Enter the model name or number.

FOR CMP/CCH/MTRHM

Enter the length and width.

The department may only register these types of vehicles that meet the following length and width requirements:

- Trailer Coach – Cannot exceed 40 feet in overall length or 8 feet in width.
- Camp Trailer – Cannot exceed 16 feet in overall length or 8 feet in width.
- Motorhome – Cannot exceed 45 feet in overall length or 8 feet in width.

VIN LOCATION AND ATTACHED BY

Mark the box to indicate where the VIN was found and how it is attached.

TYPE

Mark the box to indicate how VIN is affixed.

VIN/ENGINE NUMBER (IF motorcycle mark both vin and eng boxes)

Check appropriate box.

FEDERAL CERTIFICATION LABEL (1970 and subsequent year models)

Check appropriate box (located on driver door post or rear door post). When this label is missing or illegible, the vehicle verification must be referred to the Department of Motor Vehicles for completion.

ODOMETER MILEAGE READING

Enter mileage shown on the odometer. Check appropriate box for miles or kilometers. Any additional information regarding this odometer reading may be made in the "REMARKS" section of the REG. 31.

SUPPORTING DOCUMENTS

Check appropriate box to indicate if the supporting documents agree or disagree with VIN. If supporting documents disagree with VIN, the vehicle must be referred to the Department of Motor Vehicles or California Highway Patrol for inspection. If supporting documents include a salvage certificate, the vehicle must be inspected by an authorized DMV employee or referred to the California Highway Patrol for inspection.

EMISSION LABEL INDICATES

Check appropriate box from information on the emission label. If the label is missing or illegible, check the "REMARKS" box and explain in the remarks area (e.g., "Label missing, client states hood replaced").

REMARKS

Enter any remarks.

CERTIFICATION SECTION

Print your name, title/badge and ID number; enter your address, city and state.

VERIFIED AT

Check appropriate box. If "Other," specify address or location where the vehicle was verified.

VERIFIER'S SIGNATURE AND DATE

An original signature of the verifier is required (a stamped signature is NOT acceptable). Enter the date of the verification.

VERIFYING AGENCY

Check the appropriate box.

VERIFICATION OF VEHICLE, REG 343/REG 31 (REV. 8/2008) COMBINED

All entries on the verification, except for the signature of the verifier, shall be printed in ink. Only the licensee may sign the vehicle verification. **The form must be complete and legible to be acceptable to the department.**

RECORDS

The law requires a vehicle verifier to maintain a record of each verification made. The records shall contain:

- (a) The name and address of the person requesting the verification and the fee charged for such verification.
- (b) The year, model, vehicle identification number, license plate number of the vehicle verified, and the state in which the vehicle was last registered
- (c) All records maintained by the vehicle verifier shall be open to inspection by any peace officer.

UNLAWFUL ACTS; CAUSES FOR DISCIPLINARY ACTION, SECTION 11305 CVC

It shall be unlawful and cause of disciplinary action for the holder of a vehicle verifier's permit:

- (a) To submit to the department, or its authorized representative, any document which purports to evidence the verification of any vehicle, without having actually physically inspected such vehicle to determine the existence of proper vehicle identification.
- (b) To fail to report to the department, in a manner prescribed by the department, the absence, alteration, or obvious attempt to alter or obliterate any identifying number or number plate, or remove or attempt to remove such plate on any vehicle for which verification is performed.
- (c) To fail to physically compare identifying numbers on a vehicle inspected to the information contained in any document of title, registration, or any other form describing such vehicle.
- (d) To cause any person to suffer any loss or damage by reason of any fraud or deceit practiced upon such person in the course of the conducting of business under the vehicle verifier's permit.
- (e) To violate one or more terms and provisions of Section 20, or of Division 3 (commencing with Section 4000), or of this division of this code, or any rules or regulations adopted pursuant thereto, or of Part 5 (commencing with Section 10701) of Division 2 of the Revenue and Taxation Code.